



Position: Lead Coach

Reports to: Program Director

Classification: Part-time, non-exempt

Location: Metropolitan Golf Links

Days: Monday - Thursday

Class Time: 4:00pm to 5:30pm

Hourly Compensation: \$18.00

Mission: Deliver a targeted curriculum of golf and character development, life skills academic support, higher education, mentorship, and career development.

Position Summary: The part-time Lead Coach is responsible for role modeling, guiding, and coaching young people to become responsible Game Changers and committed active golfers; positively impacting their lives through First Tee Golf and Life Skills Experience using lesson plans and First Tee Coach Building Blocks.

Duties and Responsibilities: Under the direct supervision of the Program Director,

- Must be able to lead 6-10 hours of programming per week throughout the course of an 8-week session
- Eight-week sessions run each year from March-May (Spring), June-August (Summer), September-November (Fall)
- Promote First Tee's mission by modeling First Tee Nine Core Values and adherence to the First Tee Code of Conduct
- Active in The First Tee Coach training program
- Proficient in the delivery of the Age-Based Curriculum
- Ensure that classes are set up according to the lesson plan at least 30 minutes prior to the start of the scheduled lesson
- Utilize yardage books during lesson time and encourage participants to use books outside of class time
- Create and distribute Lesson Plans for different classes for all ages to all volunteers
- Conduct student Skills Reviews
- Provide a safe environment in all areas
- Attend pre-lesson coaching sessions for coaches and volunteers at least 15 minutes prior to the start of every lesson
- Meet and greet after-school participants
- Maintain equipment including organization and security of equipment storage areas
- Encourage and assist qualified youth to participate in golf tournaments, HQ opportunities, and local chapter events
- Conduct "On-Course" orientations for participants, parents, and volunteers
- Participate in regular parent meetings and clinics
- Involve volunteers and golf professionals in First Tee Coach Program

- Be available for travel to attend academies, regional and annual meetings, and training sessions
- Schedule and attend participant reward and celebration events
- Convey the Chapter's brand image to the public
- Perform duties out of class, as assigned
- Assist Program Director in representing the Chapter to the community and aid in fundraising, marketing, public relations, and communication efforts
- Assist the Program Director in adhering to the operating budget
- Assist Program Director with the development of new procedures, schedules, and programs
- Assist as a chapter contact for applicants, volunteers, teachers, principals, students, and parents
- Network with FT chapter colleagues and exchange best practice ideas
- Assist with Parent Orientations and maintain communication with parents

Other Requirements

- Successfully pass a criminal background and fingerprinting check
- Successfully pass TB/Drug Screening
- Must complete Level 1 training

Preferred Qualifications

- Recognized First Tee Coach
- Bachelor's Degree in the areas of Sports Administration, Education, Recreation Social Work, or related field
- At least two years of experience in a youth development organization

Education

- Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California.

Apply Today: Email April Kenyon, Interim Executive Director, at info@firstteeoakland.org with your cover letter and resume to apply.